



Ryan White Title I HIV Health Services Planning Council

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PLANNING COUNCIL MEETING MINUTES

Thursday, September 12, 2002
4:00 p.m. to 6:00 p.m.
HIV Care Directions
1366 East Thomas
Phoenix, AZ

Approved

The following provides a written summary of minutes recorded. To listen to the official recorded minutes contact Planning Council Support. The tape(s) will be provided for review.

MEMBERS, GUESTS and STAFF

Michelle Barker	Deborah Frusciano	Mark Kezios	James Reed
Donna Bryant	Felix Garcia	Laura Kroger	John Sapero
Mary Jo Buerger	George Garcia	Kibby Lemons	Larry Stähli
Jean Cox	Juan Guevara	Eric Moore	Louie Tapia
Lee Cox	Damon Gunn	Sandra Norman	Keith Thompson
Marti Cutler	Brenda Hope	Stephen O'Dell	Carol Williams
Debby Elliott	Peter Houle	David Paquette	John Wynant
Larry Fisher	Barr Jenkins	Connie Peters	5 Guests

Absent:

Elizabeth Ashby (ex)	Dan Free (ex)	Carlos Jorge (ex)	Cynthia Trottier (ex)
Feliciano Barrera	Robert Horton (ex)	John Murray (ex)	Jonathan Weisbuch (ap)
Sheree Denny (ex)	Cyrano Jones	Cris Ramos	Marla Wing (ex)

(ex = excused absence, ap = absent, alternate present)

WELCOME and INTRODUCTIONS

Donna Bryant called the meeting to order at 4:15 p.m. Members, guests, and staff introduced themselves.

DETERMINATION OF QUORUM and REVIEW OF SUMMARY MINUTES

Donna determined that quorum was present.

Summary minutes from the meeting held on August 8, 2002 were reviewed. It was noted that Deborah Frusciano requested a change in her attendance status. Keith Thompson motioned to accept the minutes as amended. Eric Moore seconded the motion.

OUTCOME: The motion passed with one abstention.

ADMINISTRATIVE UPDATE

David Paquette presented the following:

- The HRSA (Health Resources and Services Administration) All Titles meeting was held in Washington, DC last month. There was training and discussion regarding various topics and issues. There were good thoughts and ideas from the sessions, and some administrative changes will be implemented in the next grant year.
- The Title I application for funds for the 2003/2004-grant year is currently being prepared. Thank you to the providers who have provided information for the grant, and providers are still being contacted for last minute thoughts and ideas. The application is due October 10, 2002.
- The HRSA Managed Care office is conducting training sessions, and will be in the Phoenix area in January. The focus of the sessions is third party liability and issues of co-payments and deductibles.
- The follow up to the HIV/Hepatitis C Conference will be held on October 4, 2002. Details are being finalized. Every organization that participated in the initial conference is asked to send a representative to this follow up.

CHAIR UPDATE

Donna Bryant presented the following:

- As mentioned, it is time to prepare the annual grant application for Title I funding.
- It was requested that David provide clarification regarding the Assessment of the Administrative Mechanism, and indicate whether he needed to meet with the workgroup to gather information for the grant application.

David provided an overview of the assessment requirements. Although the assessment is not submitted with this years application, the grant application asks several questions which are answered by the assessment, and the Planning Council is asked to provide information regarding the assessment process, structure and outcome.

- It was asked whether Planning Council Support has followed up with the County Attorney regarding lobbying efforts, and the limitations to Planning Council involvement. Brenda Hope indicated that once the grant requirements have been completed, the County Attorney would be contacted for additional information.
- If anyone is interested in participating in the Cultural Competency Workgroup, please contact Mark Kezios or Juan Guevara.
- As a reminder, please contact Planning Council Support if you need to be excused from a Committee or Planning Council meeting. This is a busy time for the Council, and quorum is needed at all meetings.

COMMITTEE REPORTS

Allocations

Mark Kezios reported that the Committee has been meeting two to three times a week, for two to three hours each meeting. There has been a lot of input, information, and intensity at the meetings, and the Committee is ready to share their recommendations for the 2003/2004-grant year.

Larry Stähli motioned to approve the recommended allocations for the 2003/2004 grant-year. John Wynant seconded the motion. There was further discussion regarding the recommended allocations and clarification regarding service category definitions.

OUTCOME: The motion passed with 22 in favor and 4 abstentions.

Mark noted that the Committee inadvertently neglected to select a service category to receive MAI (Minority AIDS Initiative) designation. Last year, the Council identified \$55,000 of Behavioral Health funding and \$222,380 of Targeted Outreach funding as MAI funds. It was requested that the Council approve the same designation for the 2003/2004-grant year, with the understanding that the Allocations Committee will revisit this issue at the next meeting. Approving this designation for the 2003/2004-grant year will allow the administrative agent to complete the grant application. Once the Committee reviews the MAI designation, a recommendation will be brought to the Planning Council for approval.

Larry Stähli motioned to approve the same MAI designation as last year. Sandra Norman seconded the motion.

OUTCOME: The motion passed with 19 in favor and 5 abstentions.

A summary of the Allocations presentation is included as Attachment A. Recommended allocations for 2003/2004 are included as Attachment B.

Community Planning & Assessment

Larry Stähli reported that the Needs Assessment has been completed. This assessment focuses on individuals who know they are HIV positive, but do not access services. Unfortunately copies were not ready for general distribution, but the Committee did have sample copies available for individuals to review in advance.

The Committee gave a presentation that highlighted key topics and findings from the report.

Although the Planning Council has not had a chance to review the final document, the Committee asked the Council to vote to officially approve the document. There was considerable discussion about approving a document that has not been reviewed by the Council as a whole, and questions whether the document needed to be approved prior to submitting the grant application. It was noted that in the grant application, the Needs Assessment is referred to as a Planning Council document. Also, the administrative agent noted that he needed to use information provided in the report regardless of Planning Council approval. It was noted that members of this Committee and the entire Planning Council were very involved in the development of this report.

Eric Moore motioned to approve the Needs Assessment. Mark Kezios seconded the motion.

OUTCOME: The motion passed with 20 in favor, 4 opposed, and 2 abstentions.

A summary of the Needs Assessment presentation is included as Attachment C.

The draft version of Community Planning and Assessment Policies and Procedures, which was mailed to Council Members in advance, was reviewed. After discussion and clarification, Mark Kezios motioned to approve the Policies and Procedures. Marti Cutler seconded the motion.

OUTCOME: The motion passed with one abstention.

Consumer Advocacy

Lee Cox reported that a Consumer Advocacy Committee discussed becoming a workgroup. This would eliminate the need to comply with Arizona Statutes regarding "Open Meetings", and

would help assure participant confidentiality. Because quorum was not present, a final decision has not been made. The next Consumer Forum will be held on September 25, 2002 at Grace Lutheran Church. Dr. JoAnn Yanez will give a presentation on Alternative/Complementary Therapies.

There were questions regarding why Council and Committee meetings are taped, and it was explained the Council elected to tape record minutes after several allegations regarding what was stated during meetings. James Reed requested that the Rules Committee to look at the necessity of recording minutes, and report back to the Council for further discussion.

Membership

Connie Peters reported that the Committee had no pending issues, and decided not to meet this month. The next meeting is scheduled for October 2, 2002.

Rules

Deborah Frusciano encouraged everyone interested in participating in the Rules Committee to attend the meetings, noting that it is difficult to conduct business when quorum is not present.

Larry Stähli reported that the Rules Committee discussed the voting status of the Immediate Past Chair, John Sapero. As stated in the Bylaws, as Immediate Past Chair, John is a voting member of the Executive Committee. John is not a member of the Planning Council, and does not have voting privileges.

The Committee also discussed the membership status of the Board of Supervisors (BOS) Designee, Mary Rose Wilcox. As stated in the Bylaws, Mary Rose is the liaison between the Planning Council and the BOS. The Council hopes that Mary Rose is willing to continue in that capacity, and will keep her informed of Council events and activities. Since Mary Rose has not attended any Planning Council or Executive Committee meetings, the Council does not see Mary Rose as a voting member of the Council or the Executive Committee. It was discussed that there may be some confusion as to Mary Rose's relationship to the Planning Council. The Director of Community Development and Minority Health, George Garcia, volunteered to contact Supervisor Wilcox and attempt to get clarification about her involvement with the Planning Council.

ANNOUNCEMENTS/CALL TO THE PUBLIC

- Donna encouraged all Planning Council members to notify Planning Council Support if any changes are needed on the member contact list.

This led to discussion about notifying members who do not have e-mail or Internet access about newly added meetings or other changes to the meeting schedule. There was considerable discussion about the pros and cons of various methods of contacting members with changes to the meeting schedule. It was decided that Planning Council Support would utilize (602) 506-5002 as a "message center" for upcoming meetings, including changes to the schedule.

- Robert Dorfman from AIDS Walk Arizona presented information and materials for the next AIDS Walk, which will be held Sunday, November 10, 2002.

ADJOURN

There was a motion to adjourn the meeting, which was approved.